



NEW YORK STATE CONTINUING LEGAL EDUCATION BOARD

Email: cle@nycourts.gov • Website: www.nycourts.gov/attorneys/cle

Extension of Hybrid Accreditation - Application

To request an extension of hybrid accreditation of a course, you must submit this application at least 45 days before the end of the current accreditation period. If a request for extension is timely, the hybrid accreditation will continue until the CLE Board acts on the request. You must submit a separate application for each course.

Please email the completed application and attachments to cle@nycourts.gov and:

- Label attachments and send each attachment as a separate PDF; and
- Note that we can accept emails up to 15 MB with attachments.

Course

Course #: _____

Title of Course: _____

Current Accreditation Period: (Start Date) _____ (End Date) _____

Requesting Additional Period of: 1 Year 2 Years 3 Years

Approved Format(s) (e.g., live classroom, webconference): _____

Sponsor

Sponsoring Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Sponsor Representative (Contact Person): _____

Phone: _____ Email: _____

Headquarters of Sponsoring Organization (indicate State/Jurisdiction): _____

Required Attachments

Indicate that you submitted the following required attachments as part of this application:

- A. Timed Agenda with name(s) of faculty teaching each session
- B. Written Materials
- C. Course Summaries (Attach all completed course summary forms and related attachments for the current accreditation period.)
- D. Faculty Biographies

If you are unable to submit any of the required attachments as part of this application, explain why below.

Faculty

For faculty who are attorneys, write below:

1. the full name of the attorney;
2. the jurisdiction(s) in which admitted to practice law; and
3. the date of admission to their respective Bar.

Example: Jane Doe, NY Bar, admitted on 12/1/1990. (Attach additional sheets if necessary.)

Live and Prerecorded Courses

Is this course a live event, prerecorded, or both live and prerecorded?

Live Course Only (complete Part 1 below)

Prerecorded Course Only (complete Part 2 below)

Both Live and Prerecorded (complete both Part 1 and Part 2 below)

Part 1: Live Courses (If your course is only prerecorded, skip to Part 2 of this form)

A. Presentations: Was this course presented during the accreditation period?

Yes No (If "Yes," please list each date the course was presented in the spaces below, and attach additional sheets if necessary.)

B. Course Summaries: Have you submitted a Course Summary form with required attachments after each presentation of this course to the coursesummary@nycourts.gov address?

Yes No (If "No," please submit all outstanding Course Summary forms with this application or explain why you are unable to submit the Course Summary forms below.)

C. Changes: Were there any changes to the course?

(Note: extended or abbreviated versions of a course generally require separate accreditation.)

1. **Agenda:** Yes No (If "Yes," attach the old agenda and indicate the changes below.)

2. **Written Materials:** Yes No (If "Yes," attach the old written materials and indicate the changes below.)

3. **Faculty:** Yes No (If "Yes," indicate the changes below.)

4. **Audience to which the course is directed and advertised:** Yes No (If "Yes," explain below.)

5. **Attendance verification procedures for each approved format:** Yes No (If "Yes," explain below.)

6. **Financial Aid Policy:** Yes No (If "Yes," attach revised Financial Aid Policy.)

D. Registration Fee: If you charged a registration fee for this course, was the existence of your financial aid policy and the procedure for applying for financial aid advertised in all course announcements, advertisements, and brochures?

Yes No (If "No," explain below.) Not Applicable (no-fee, free course)

E. Attorney Faculty: Will the faculty at each presentation of this course include at least one attorney in good standing?

Yes No

Part 2: Prerecorded Courses

A. Course Summaries: Have you submitted a Course Summary form with required attachments for this course to the coursesummary@nycourts.gov address? (For prerecorded courses, a Course Summary form should be submitted at the end of each calendar year during the accreditation period.)

Yes No (If "No," please submit all outstanding Course Summary forms with this application or explain why you are unable to submit the Course Summary forms below.)

B. Current State of Law: Does the information in this prerecorded course reflect the current state of the law?

Yes No (If "No," explain below.)

C. Changes: Were there any changes to the course?

1. Agenda: Yes No (If "Yes," attach the old agenda and indicate the changes below.)

2. Written Materials: Yes No (If "Yes," attach the old written materials and indicate the changes below.)

3. Faculty: Yes No (If "Yes," indicate the changes below.)

4. Attendance verification procedures for each approved format: Yes No (If "Yes," explain below.)

5. Financial Aid Policy: Yes No (If "Yes," attach revised Financial Aid Policy.)

D. Registration Fee: If you charged a registration fee for this course, was the existence of your financial aid policy and the procedure for applying for financial aid advertised in all course announcements, advertisements, and brochures?

Yes No (If "No," explain below.) Not Applicable (no-fee, free course)

E. Attorney Faculty: Will the faculty presenters of this course include at least one attorney in good standing?

Yes No

Certification

By typing your name below, you certify that the information in this application and the attachments is true; that you are authorized to submit this application on behalf of the Sponsor; that the Sponsor will comply with all applicable [NYS CLE Program Rules](#) and [NYS CLE Board Regulations and Guidelines](#); and that typing your name below will represent your signature.

Sponsor Representative _____ Date _____